

By-Laws for Governance of the Sandia National Laboratories

Sandia Postdoctoral Development (SPD) Association

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ABSTRACT

The purpose of this document is to define the rules of governance for the Sandia Postdoctoral Development (SPD) Association. This includes election procedures for filling vacancies on the SPD board, an all-purpose voting procedure, and definitions for the roles and responsibilities of each SPD board member. The voting procedures can also be used to amend the by-laws, as well as to create, dissolve, or consolidate vacant SPD board positions.

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NEW MEMBER ELECTION PROCESS

- a. Nominees will be solicited in open announcement sent to all Postdocs.
- b. Any person interested in joining the SPD Board must receive a nomination from the existing SPD Board to be a candidate for an open position.
- c. Vacancy is filled by voting procedure (see below).

VOTING PROCEDURE

1. Voting procedures, where relevant, can be applied to electing new SPD Board Members, amending the by-laws, or creating/dissolving existing SPD Board Member positions.
 - i. All elected members of the SPD Board are eligible to vote.
 - ii. The voting procedure is flexible and will be determined by the SPD Board via show of hands voting. This includes the following:
 1. Voting methodology
 - a. Show of hands or by anonymous ballot.
 - b. Single candidate selection (e.g. US Presidential election ballot) or instant run-off voting (see Wikipedia for in depth description of IRV methodology).
 - c. If necessary, subsequent rounds of voting will occur between top 2 finishers until a candidate receives a majority vote.
2. Board members may not cast a vote for none, and must choose from existing candidates.
3. Candidates must be elected to fill a vacancy on the SPD Board by a majority vote (> 50%).
4. Prior to voting to elect a new SPD Board Member, the SPD Board will discuss the qualifications of each candidate and the talents and unique points of view that each candidate will bring to the Board.

SPD BOARD POSITIONS AND RESPONSIBILITIES

- 1) **Staff Lead:** Required in both NM and CA
- 2) **Technical Seminar Chair:** Required in both NM and CA
- 3) **Workshop Chair:** Required in both NM and CA
- 4) **Networking/Social Chair:** NM and CA both should have a networking chair; can be combined with other positions.
- 5) **Special Projects Chair:** NM only
- 6) **Communications Chair:** NM only

Staff Lead

Responsibilities:

The staff leads' responsibilities are (1) supporting the SPD board, (2) serving as an interface between Postdocs and Sandia management, and (3) project management.

- **Supporting the SPD board and Postdocs at Sandia.** SPD is a postdoc-run organization. The staff leads should help the postdocs on the SPD board accomplish their goals and should be a resource to help connect SPD throughout Sandia. Staff leads may certainly suggest activities and workshops, but their goals should not dominate the direction of the SPD board. Staff leads are responsible for ensuring that the NM and CA boards have sufficient Postdoc members and that the postdoc board members have the resources they need. The local staff lead is responsible for board elections of new Postdocs.

- **Interface between postdocs and Sandia management:** Staff leads serve as constant point of contact between Sandia management and the postdocs. SPD is currently (February 2017) supported by the Chief Technology Office (CTO). Staff leads are responsible for supplying quarterly progress reports to the CTO. Sandia management, including the CTO, may call on the staff leads to advise on Postdoc-related matters. Staff leads should also serve as a resource to Postdocs in general, though advisor role should not dominate the staff leads' time.

- **Project management:** Staff leads are responsible for ensuring the SPD board stays within budget on its projects. Staff leads are also responsible for keeping track of projects (via meeting agendas and/or minutes and updates from board members). Staff leads are responsible for guiding the annual Technical Showcase and All-Hands meeting.

Staff Lead (continued)

Term:

The staff leads should serve for no more than five years, with three years being considered a full term. A full term of three years is advised to maximize institutional knowledge. The maximum term limit is set to ensure fresh ideas. A staff lead should advise the SPD board, the other staff lead, and the supporting Sandia management (eg: CTO office) six months before he or she plans to step down from the role. If possible, the outgoing staff lead should advise the incoming staff lead during the transition period.

Qualifications:

- **Minimally qualified:** A Sandian who has completed a postdoc in the past five years.
- **Qualified:** A former Sandia postdoc who has transitioned to staff in the past two years (five years if necessary).
- **Optimally qualified:** A current or former member of the SPD board who has recently transitioned to staff in the past two years.

When a new staff lead is sought, the current staff lead should inform all optimally qualified candidates that they are invited to apply for the staff lead position. Staff lead candidates would be vetted by and voted on by the current SPD board. If no optimally qualified candidates wish to become staff lead, all qualified candidates will be invited to apply for the position of SPD staff lead. Finally, if there are no suitable qualified candidates, minimally qualified candidates will be eligible. In all cases, the current SPD board will vet, nominate, and vote on the candidates.

Technical Seminar Series

The Technical Seminar Series for postdocs and early career staff presenting on a research topic they are working on or are interested in. Through attendance and participation, researchers in various organizations and fields across Sandia gain exposure, learn about other work being performed at Sandia, share ideas, and network. They are tentatively held on the last Thursday of every month except in the months of November and December, and alternate between NM and CA. Start time is 12:30pm in NM and 11:30 am in CA. The current format includes one or two speakers. Each speaker has the choice to present his or her work for 20 minutes + 10 minutes Q&A or 45 minutes + 15 Q&A. Technical Seminar chair responsibilities include continual recruitment of seminar speakers, as well as organizing, coordinating, and executing seminar logistics. This generally involves:

- Advanced reservation of an appropriate seminar room (with dual screen videoconferencing capabilities at both NM and CA site). Also, ensure videoconferencing services support is scheduled.
- Contact the speakers in advance (~ 1 month) to inform them on all details about the seminar and gather the abstracts for the presentations.
- Draft formal invites with detailed information (including a graphical abstract) and send to select centers.
- Draft short seminar advertisements and submit to Sandia Daily News and the CA News (TNT).
- Host the seminar (monitor the attendance via sign in sheets, ensure sufficient time for discussion for each speaker, engage the audience to ask questions)
- After the seminar, send out separate thank you emails to both speakers and their managers.

Workshops

The NM and CA workshop chairs organize bi monthly workshops switching between NM and CA respectively. The workshop chairs work closely together and are responsible for soliciting speakers based on the needs of the postdoc community expressed through the annual postdoc survey. Additionally, the workshop chairs will reserve rooms, schedule videoconferencing between NM and CA, sponsor visitor badges for external speakers, make travel arrangements for external speakers, coordinate handout materials for the workshop with the speaker, run the workshop, keep records of attendance, and gather workshop feedback.

Networking/Social Events

The Networking/Social events chair is responsible for organizing networking and social events. Structured, on-site networking or mentor-finding events can involve participation from SNL staff and managers. On and off-site social events geared toward postdocs are important so new and current postdocs can network with each other in a relaxed environment. Networking and social events can be standalone SPD events, or linked with other events and organizations such as National Postdoc Appreciation Week or organized in partnership with ANGLE. Events can be carried out inside or outside Sandia premises: luncheons, SNL facility tours, ice cream socials, hikes, bowling, climbing, camping, and bicycling have often drawn the most attendance.

Special Projects

The Special Projects Chair is responsible for spearheading new initiatives that are of interest to the SPD Board. This position is, in many ways, the utility player of the SPD Team, and the person filling this position should be comfortable working in an undefined problem space that may only occasionally have a definitive timeline. Special Projects tend to require interfacing outside of the SPD Board, and even outside the SNL postdoc community. A typical special project may involve coordinating with SNL HR, web-services or other SNL entities. The ideal candidate should possess an adventurous spirit and sincere interest in learning how to bring a new initiative into existence from the ground up, which may involve following an uncertain trail through SNL entities/offices to shepherd an idea from the concept phase all the way to the end-product.

Communications Chair

The Communications Chair of the SPD Board acts as SPDs webmaster by maintaining and updating the SPD website. The Communications Chair sends a welcome email on behalf of SPD to new Postdoctoral Appointees just starting at Sandia, and sends a monthly newsletter to postdocs summarizing upcoming SPD events and other news. Upon occasion, the position also involves assisting and supporting the functions of the other SPD board members. In addition, the Communications Chair conducts SPDs surveys and collects information about Postdocs. The main survey conducted by SPD is the annual Postdoctoral All Hands Celebration (AHC). The Statistics Chair ensures that AHC attendees have the opportunity to fill out a survey on paper during the meeting, and distributes/delivers a web-based survey to postdocs not in attendance. Once results are collected and tabulated, the Communications Chair analyzes them for interesting trends. A small selection of survey results from the prior year may be shown during the AHC; this part of the presentation is prepared by the Communications Chair. Other survey and statistics activities with which the Communications Chair may be involved include Exit Surveys, Focus Groups, and Postdoc-to-Staff conversion inquiries.

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